

**CRAFTON HILLS COLLEGE
CURRICULUM COMMITTEE
Meeting Minutes 11/27/23**

VOTING MEMBERS:
Note: ✓ If Present

Gwen DiPonio (Co-Chair) <input checked="" type="checkbox"/>	Kristen Clements <input type="checkbox"/>
Kim Salt (Co-Chair) <input checked="" type="checkbox"/>	Nick Reichert <input checked="" type="checkbox"/>
Alex Beechko <input type="checkbox"/>	Rick Hogrefe <input type="checkbox"/>
Andrew Guevara <input checked="" type="checkbox"/>	Scott Rippy <input checked="" type="checkbox"/>
David Liu <input checked="" type="checkbox"/>	Shohreh Rahbarnia <input checked="" type="checkbox"/>
Debbie Bogh <input checked="" type="checkbox"/>	Troy Dial <input type="checkbox"/>
Kelly Boebinger <input checked="" type="checkbox"/>	

NON-VOTING MEMBERS:
Note: ✓ If Present

Elizabeth Lopez <input checked="" type="checkbox"/>	Kay Weiss <input checked="" type="checkbox"/>
Ivan Pena <input type="checkbox"/>	Dan Word <input checked="" type="checkbox"/>
Jeff Smith <input type="checkbox"/>	Keith Wurtz <input checked="" type="checkbox"/>

I. Call to Order and members

II. Approval of Minutes

Motion by Debbie, seconded by Scott. Approved. No opposed. No abstentions.

III. Action Items

Course Modifications

a. **Course Subject/Number:** (Anthropology 100)

Title: Introduction to Archaeology

Rationale: An introductory course in archaeology is typically offered at community colleges and four-year institutions and is part of a comprehensive community college anthropology curriculum. ANTHRO 100 is associate degree applicable, applies to the associate degree requirements for an A.A. in Anthropology and fulfills the associate degree general education requirement for social and behavioral sciences. This course transfers to CSU and UC, satisfies a CSU GE Breadth general education requirement in Area D, Social Sciences and an IGETC general education requirement in Area 4, Social and Behavioral Sciences.

Departmental Recommendation: Eligibility for ENGL 101

Distance Ed: Yes

Delivery Method: Fully Online, Partially Online

Course Equates: ANTHRO 100 - Introduction to Archaeology

Originator: DiBartolo, Cheryl

Motion by Debbie, seconded by Scott. Approved.

Separate approval for DE

Motion by Andrew, seconded by Shohreh. Approved.

Fall 2024

- b. **Course Subject/Number:** (Mathematics 103)
Title: Plane Trigonometry
Rationale: This course is a prerequisite for subsequent courses, including precalculus and calculus. The course is Associate Degree applicable and transferable to CSU.
Prerequisite: Eligibility for MATH 103 as determined through the CHC Assessment process.
Distance Ed: No
Course Equates: MATH 103 - Plane Trigonometry
Originator: Bailes, Brandi
Motion by Scott, seconded by Shohreh. Approved.
Separate approval for prerequisites
Motion by Shohreh seconded by Scott. Approved.
Fall 2024

New Courses

- c. **Course Subject/Number:** (Health Education 116)
Title: Physical Dimensions of Aging
Rationale: This course is a part of the certificate, the degree and can be used towards the public health or kinesiology degree. It is helpful for anyone who wishes to understand aging and age healthfully.
Distance Ed: Yes
Delivery Method: Fully Online
Originator: Maloney-Hinds, Colleen
This item was tabled. Objectives needs rewritten, rationale cleaned up.
- d. **Course Subject/Number:** (Theatre Arts 154)
Title: Audition techniques for Festival Theatre
Rationale: A vital component of any theatre arts curriculum is preparation for an audition with this focus being auditioning for settings where contemporary, classical and musical theater are performed in repertory. The audition is the key not only to getting roles in productions but also in gaining admittance to four-year institutions for further study in theatre. More generally, this course also prepares students in the presentation of themselves in educational, social and work situations and enhances their skill in vocal presentation and verbal acuity. This course is associate-degree applicable and transfers to UC and CSU.
Distance Ed: No
Originator: Jacques, Paul
Motion by Shohreh, seconded by Debbie. Approved.
Fall 2025
- e. **Course Subject/Number:** (Mathematics 107)
Title: College Algebra
Rationale: College level course in algebra for majors in the Liberal Arts
Prerequisite: Eligibility for MATH 102 as determined through the CHC Assessment process
Distance Ed: No
Course Equates: MATH 102 - College
Originator: Bailes, Brandi
This item was tabled. Comments and Distance Ed.
- f. **Course Subject/Number:** (Theatre Arts 184)
Title: Voice Acting I
Rationale: This course is one is a series designed to offer CTE training to students in a growing segment of the entertainment industry.
Distance Ed: Yes
Delivery Method: Fully Online, Partially Online

Originator: Jacques, Paul

This was approved at the same time as G and H
Motion by Scott, seconded by Debbie. Approved
Separate approval for DE
Motion by Shohreh, seconded by Scott. Approved.
Fall 2025

- g. **Course Subject/Number:** (Theatre Arts 185)
Title: Voice Acting II
Rationale: This course is one in a series designed to offer CTE training to students in a growing segment of the entertainment industry.
Distance Ed: Yes
Delivery Method: Fully Online, Partially Online
Originator: Jacques, Paul
- h. **Course Subject/Number:** (Theatre Arts 186)
Title: Voice Acting for Foreign Localized Content
Rationale: This course is one in a series designed to offer CTE training to students in a growing segment of the entertainment industry.
Distance Ed: Yes
Delivery Method: Fully Online, Partially Online
Originator: Jacques, Paul
- i. **Course Subject/Number:** (American Sign Language – Non Credit 601)
Title: Essential Communication for Customer Service
Rationale: The core competencies of an employee in entry-level positions in the Inland Empire include the ability for interpersonal communication. With a diverse service area, many industries lack employees who can sign ASL and communicate with Deaf clients/customers. Cross-cultural communication is often required to obtain and maintain gainful employment. Currently, the Inland Empire has many employees who can speak a variety of languages, but few are competent in the area of ASL and Deaf Culture. This course addresses the skills needed to help students succeed in communicating with Deaf clientele, enabling them to gain communication skills in the areas of greetings, seeking clarifications, asking questions, describing people, understanding diversity within the Deaf Community, and interpersonal skills.
Distance Ed: No
Originator: Andrews, Breanna
This was approved at the same time as J and K
Motion by Shohreh, seconded by Debbie. Approved.
Fall 2025
- j. **Course Subject/Number:** (American Sign Language – Non Credit 602)
Title: Essential (Industry Specific) Workplace Communication
Rationale: The core competencies of an employee in entry-level positions in the Inland Empire include the ability for interpersonal communication. With a diverse service area, many industries lack employees who can sign ASL and communicate with Deaf clients/customers. Cross-cultural communication is often required to obtain and maintain gainful employment. Currently, the Inland Empire has many employees who can speak a variety of languages, but few are competent in the area of ASL and Deaf Culture. This course addresses the skills needed to help students succeed in communicating with Deaf people in the workplace, enabling them to gain communication skills on topics related to airports, retail, first responders, and insurance agencies, and are dependent on students' needs.
Distance Ed: No
Originator: Andrews, Breanna

- k. **Course Subject/Number:** (American Sign Language – Non Credit 603)
Title: Essential Deaf Culture for Effective Customer Service
Rationale: In a landscape marked by its diversity, many industries find themselves in need of employees who can not only sign ASL but can also authentically connect with Deaf clients and customers. Cross-cultural communication transcends the boundaries of language alone; it necessitates an immersion into the world of Deaf culture, where communication is deeply intertwined with shared experiences, histories, and traditions. Presently, the Inland Empire boasts a workforce that speaks a multitude of languages, reflecting the region's vibrant multiculturalism. However, there remains a significant dearth of individuals competent in the realm of ASL and the nuances of Deaf culture. This is where our course steps in, equipping students with the vital skills required to succeed in the workplace when communicating with Deaf individuals. These skills are not just a means to an end; they are a gateway to genuine understanding, fostering connections and relationships that transcend linguistic boundaries.
Distance Ed: No
Originator: Andrews, Breanna
- l. **Course Subject/Number:** (Library 101)
Title: Introduction to Library Services for Support Staff
Rationale: This course is one in a series designed to offer CTE training to students in a growing segment of the Library profession. This course will prepare students to differentiate the roles of library support staff in public and academic libraries.
Distance Ed: Yes
Delivery Method: Fully Online, Partially Online
Originator: Lopez, Natalie
This was approved at the same time as M, N, O, P and Q Motion by Shohreh, seconded by Scott. Approved. Separate approval for DE for 101, 102, 104, and 106 Motion by Shohreh, seconded by Debbie. Approved. Fall 2025
- m. **Course Subject/Number:** (Library 102)
Title: Introduction to Libraries
Rationale: The course will introduce students to libraries and their history, organization, mission, staffing and community roles. This course meets the criteria for the ALA Library Support Staff Certification program.
Distance Ed: Yes
Delivery Method: Fully Online, Partially Online
Originator: Lopez, Natalie
- n. **Course Subject/Number:** (Library 103)
Title: Introduction to Library Technology
Rationale: This course is one in a series designed to offer CTE training to students in a growing segment of the Library profession where students will be introduced to tools for library day-to-day operations, technologies for outreach and Open Educational Resources (OER). The course will be hands-on and will include its own “online technology petting zoo” where students will have the opportunity to use the technologies in everyday library work to apply their new knowledge to the job duties of a Library technical support staff.
Distance Ed: Yes
Delivery Method: Fully Online, Partially Online
Originator: Lopez, Natalie
- o. **Course Subject/Number:** (Library 104)
Title: Introduction to Access Services
Rationale: The course will introduce students to Access Services and the policies and

procedures related to the functional areas within the department. This course meets the criteria for the ALA Library Support Staff Certification program.

Distance Ed: Yes

Delivery Method: Fully Online, Partially Online

Originator: Lopez, Natalie

p. **Course Subject/Number:** (Library 105)

Title: Introduction to Library Technical Services

Rationale: This course is one in a series designed to offer CTE training to students in a growing segment of the Library profession where students will be introduced to relevant job skills for Technical Services such as processing, managing collections, supervising staff, copy cataloging, basic original cataloging and classification and how the library staff support the Library and its community of users. This course provides real-world examples of library staff tasks in public and academic library environments.

Distance Ed: No

Originator: Lopez, Natalie

q. **Course Subject/Number:** (Library 106)

Title: Reference and Information Services

Rationale: This course is aligned with the ALA Library Support Staff Certification program. This course fulfills the Reference and Information Services competencies.

Distance Ed: Yes

Delivery Method: Fully Online, Partially Online

Originator: Lopez, Natalie

r. **Course Subject/Number:** (Library 107)

Title: Library Career Readiness

Rationale: This course is one in a series designed to offer CTE training to students in a growing segment of the Library profession where students will use applicable skills to search for library jobs, prepare application materials, resumes and cover letters and develop the skills for job interviewing in the library field. Students will use their completed assignments and projects from the program that can be developed into an e-portfolio that graduate-level students in Library Master's degree programs complete. The competencies they achieved during the program can be used to build resumes and letters of introduction to employers.

Distance Ed: Yes

Delivery Method: Fully Online, Partially Online

Originator: Lopez, Natalie

This item was tabled.

New Programs

s. **Program Title:** Associate of Science Multimedia: Web Development and Interface Design

Discipline: Multimedia and Information Technology

Award Type: Crafton - A.S. Degree

Per Elizabeth, this has already been approved by the State, so it is a program modification.

Motion by Debbie, seconded by Shohreh. Approved.

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t. **Program Title:** Essential ASL and Deaf Culture for Customer Service Professionals

Discipline: Communication and Language

Award Type: Crafton - Certificate of Completion

Motion by Shohreh, seconded by Andrew. Approved.

Fall 2024

Program Deletions

- u. **Program Title:** Computer Assisted Graphic Design Certificate
Discipline: Multimedia and Information Technology
Award Type: Crafton - Certificate of Achievement
Motion by Shohreh, seconded by Scott. Approved.
Fall 2024

IV. Operational Issues/Reports – Kim went to Chairs Council and Academic Senate and received the go ahead to launch Maverick. It should happen in the next week or so.

V. Next Meeting December 11, 2023